

AFIS POLICIES

PURPOSE

These policies are to define all requirements for access to AFIS, whether it be through an AFIS terminal, livescan or other means.

GENERAL REQUIREMENTS

All personnel that access AFIS through an AFIS terminal, livescan device or other means, must meet the same background check requirements as needed for LEIN access.

REPORTING OF VIOLATIONS - CORRECTIVE ACTION

1. All agency and individual violations shall be promptly reported to the Executive Secretary of the Council. The written notice shall include all of the following information:
 - a. The nature of the violation.
 - b. The agency or operator or administrator who is responsible for the violation.
 - c. The place, time, and date of the violation.
2. Upon notification by the Executive Secretary, an inquiry of the violation shall be conducted by a committee that is designated by the Council.
3. Corrective measures for violations may include any of the following:
 - a. A letter of reprimand that mandates corrective action.
 - b. Required training or retraining for administrators, officers, or operators.
 - c. Suspension of an offender from access.
 - d. Removal of the access rights of that agency terminal.
4. Any action or corrective measures that are taken by an agency shall be reported to the Executive Secretary, of the council, in writing.

AFIS LIVESCAN AGENCY REQUIREMENTS POLICY

PURPOSE

The purpose of this policy is to define the steps and requirements of an agency and personnel to be approved to receive and maintain an electronic livescan interface with the Michigan system. Both the agency and the operators of livescan must meet and maintain requirements and standards, as defined by the State and the Policy Council.

Quality fingerprinting has been an issue as long as fingerprinting has been a method of identification. From ink and roll to the technology of livescan, quality is the primary item to be addressed. The importance of trained, dedicated and qualified personnel in all areas of fingerprint processing needs to be pursued. This policy is designed to assist with this by providing requirements, training and testing procedures for agencies and persons that take fingerprint images. This policy addresses electronically interfaced livescan agencies but should be a guide for all fingerprint acquiring systems, inked or livescan.

AFIS/Livescan Agency - This is an agency that has been approved by the Policy Council to have a livescan electronic interface to the State system.

AFIS/Livescan Trainee - This is a person newly designated by the agency to be trained to operate a live scan device. This person can not operate a Livescan without direct supervision by an AFIS/Livescan Operator or AFIS/Livescan Trainer.

AFIS/Livescan Operator - This is a person that has successfully completed training to operate a livescan device. This person has met all requirements of the Policy Council to operate a livescan without supervision.

AFIS/Livescan Administrator - This person is designated by the agency as the point of contact between the Agency, Department and Council, on all livescan related issues. This person has clear understanding of the system and requirements.

AFIS/Livescan Trainer - This person is designated by the agency to train all AFIS/Livescan Trainees for their agency and has past the train-the-trainer program. This person can be appointed by the Council to train trainers and operators. This person has gone through all the required steps, meets all requirements listed below and has been approved by the Policy Council.

AGENCY REQUIREMENTS

1. The agency must submit a request for a livescan interface in writing, to the Executive Secretary of the Policy Council.
2. An application and an interface agreement will be sent to the agency which must be completed and returned to the Executive Secretary. Communications information, including a network diagram, must also be submitted. This must include routers, firewalls, modems and internet access information. Security is important for the agency, state, federal and entire criminal justice community. Communications must be secure and approved.
3. The agency must have an installed and operational livescan device that meets the following requirements:
 - a. Image Quality Standards (IQS) and is certified by the FBI to meet these standards.
 - b. Must be capable of creating Michigan NIST records.
 - c. Must be capable of meeting the Michigan Interface Specifications.
 - d. Must be capable of doing WSQ compression.
4. An agreement must be signed by the agency, Department of State Police and the Policy Council.
5. The agency must comply with all items in the agreement.
6. The agency has to be approved by the Policy Council.
7. Communications will be ordered by the State Police Data Center.
8. There will be a test period to determine if all data and communications are in compliance. This will end when both MSP and the local agency agree that all phases have been tested and are performing adequately.
9. The agency is required to staff their operation with approved AFIS/Livescan Operators. AFIS/Livescan Operator Information Forms must be submitted to the Executive Secretary for all AFIS/Livescan Operators.
10. All changes to staff as it relates to interfaced livescan should be reported to the Executive Secretary.

AFIS LIVESCAN ADMINISTRATOR RESPONSIBILITIES

1. The AFIS/Livescan Administrator is the point of contact between the Department, Council and the agency with all livescan related issues.
2. Must be part of the procedures in assigning persons to fingerprint capturing tasks.
3. Must have the authority to handle or forward all administrative issues.
4. Must identify quality and misuse problems.
5. Must have authority to initiate corrective actions on quality and misuse.
6. Must be knowledgeable on livescan administration.
7. Must have understanding of AFIS, CHR, livescan and what the interfaced systems can deliver.

AFIS LIVESCAN TRAINER REQUIREMENTS

1. This person must meet all background check requirements of law enforcement personnel that access LEIN and Criminal History Information.
2. The livescan administrator must submit a letter to the Executive Secretary of the Policy Council requesting the training, testing, and approval of an AFIS/Livescan Trainer for the agency. Information on a persons' background experience should also be submitted.
3. Structured training and testing, developed in conjunction with Criminal Justice Information Center, will be conducted by persons appointed or approved by the Policy Council. Results and recommendations will be submitted to the Policy Council through the Operations and Technical Committee.
4. The Operations and Technical Committee's recommendations will be presented to the Policy Council for approval or disapproval.

AFIS/LIVESCAN TRAINEE REQUIREMENTS

The livescan trainee will go through the same structured training and testing, as the trainer, but this will be performed by the agencies AFIS/Livescan Trainer or an approved trainer.

AFIS/LIVESCAN OPERATOR

After successful training and testing, the trainee can operate the livescan device without supervision. The AFIS/Livescan Administrator should forward the information to the Executive Secretary of the Policy Council.

If an operator or agency is found to be submitting poor quality records, whether it be fingerprint images or data, the agency will take corrective action in an expeditious manner. If training is required, the agency will submit the person(s) for training and testing. Failure to follow subscribed actions could cause the agency to lose its interface rights. Access rights can be denied at two levels, 1) the operator(s) then 2) the agency. The Policy Council can request the department to terminate access of an agency.